

EXHIBIT A

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

Memo to All Section Heads

8 January 1960

SUBJECT: Use of Half-Size Drawings

1. Half-size drawings will be used for advertising purposes on all military and civil work, unless the use of such drawings is not practicable, or when five or less sheets are involved.
2. For work on the shelf or underway, half-size drawings will be used, if the drawings can be made satisfactory for reduction with a minimum of drafting effort. Otherwise, full-sized drawings will be used.
3. On future work, an effort will be made to prepare all drawings on military and civil work, and to use reproduction methods that will permit reduction to one-half size. When reduction to half size is not practicable, the use of full-size drawings will be cleared with the Chief, Design Branch.
4. The Chief, Drafting Section, will arrange for procuring printed tracings for the covers for one-half size drawing folios.
5. All Section Chiefs responsible for preparation of drawings will take steps to orient their employees in the new procedures required to insure the use of half-size drawings, such as:
 - a. Use of minimum 1/10 inch height of lettering.
 - b. Elimination of shading which results in a black area when reduced. Cross-hatching or symbols should be used in place of shading.
 - c. Elimination of printing or lettering on the back of tracings, except for profile and cross-section grids.
 - d. Use of scales that permit reduction without crowding.
 - e. Elimination of the use of ozalids, as original tracings. They can be used as record drawings when modification of an original tracing is about to be made and a reproducible must be made for record purposes.
6. When the use of half-size drawings is not practicable, bidders will be charged \$0.10 per sheet for full-size drawings.
7. This memo supersedes one on the same subject dated 6 January 1960.

HARRY DETTMER
Chief, Design Branch

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